

## **ANNOUNCEMENT NUMBER: 10-14**

**OPEN TO:** All Interested Candidates  
**POSITION:** Administrative Assistant, FSN-4; FP-AA  
**OPENING DATE:** January 31, 2010  
**CLOSING DATE:** Close of Business February 14, 2010  
**WORK HOURS:** Full-time; 40 hours/week  
**GRADE LEVEL:** \*Not-Ordinarily Resident: Position Grade: FP-AA to be confirmed by Washington  
\*Ordinarily Resident: Position Grade: FSN-4  
**LENGTH OF EMPLOYMENT:** Temporary position not to exceed one year from the date of hire.

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking a individual for the position of Administrative Assistant in the Office and Building office.

### **BASIC FUNCTION OF POSITION**

All duties normally accruing to administration of an office that receives substantial correspondence, handles financial matters associated with a construction contract and with office administration costs, handles report data required of the construction contractor, and with Office and Building construction has special tasks associated with closing a project.

### **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Completion of secondary school is required.

**Experience:** Two to Three year experience in an office environment

#### **Language:**

**Good Working Knowledge of English (Level III):** At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English and non-English speaking persons.

**Fluent in Arabic (Level IV):** At this level an employee is required to possess a high degree of proficiency in both written and spoken Arabic, Including the ability to translate the host country language into precise and correct English, and English into Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

**Abilities:** Very high computer literacy required specially in Word, Excel, and organizing data and uploading to CDs.

### **SELECTION PROCESS**

**When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. After initial screening the best-qualified candidates will be interviewed by the Post Employment Committee.**

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen Eligible Family Members (EFMs) who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment , unless currently hired into a position with a When actually Employed (WAE) work schedule.

### **TO APPLY**

**Interested applicants for this position should submit the following or the application will not be considered:**

1. Application for Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their FORM DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:**

- Insert Vacancy No. in your application.
- Applications and a copy of the Syrian ID card or legal residency & work permit.
- A copy of school/university certificate.
- Proof of previous work experience(s) required.

**Only applications received in the Human Resources Office before the closing date will be eligible for consideration.**

**Applications which are inadequate or incomplete (missing required documents),  
will not be considered.**

Application and C.V. will become the property of the Embassy and will not be returned.

**SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Damascus  
2, Al-Mansour Street  
P.O. Box 29  
Damascus – Syria  
Fax No. (963-11) 3391-4144

<b>DEFINITIONS</b>
<p>1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:</p> <ul style="list-style-type: none"><li>--US citizen;</li><li>--Spouse or dependent who is at least age 18;</li><li>--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;</li><li>--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and</li><li>--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.</li></ul> <p>2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.</p> <p>3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.</p> <p>4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.</p> <p>5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having</p>

diplomatic privileges and immunities.

The US Mission in Damascus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.